

Minutes of the meeting of the Neighbourhood Plan Steering Group held on Wednesday 11th October 2017 at 7.30pm

Present: Chris Wilson-Towns, Nigel and Glenis Langley, John Pennells, Margaret Garwood, Janice Whiting, Roger Morris and Brenda Clarke

Apologies: Sue Elmes, Rosemary Brown, Hazel McMillan, Dave Wilson, Judy Tyler and Janet Latchford

In the absence of Sue, Chris was elected to Chair the meeting.

Minutes of the meeting held on 13th September 2017 and matters arising

John advised that the PC had agreed the Terms of Reference but the number of Parish Councillors on the Committee was queried by a councillor, and the fact that there were only 14 members (of which 6 were parish councillors). It was stated that when the Terms of Reference were made a note was put on the bottom stating that it could be changed as and when necessary. However it was felt that 14 was a manageable number. Associate members would be needed and they would be parishioners, or other people who could 'come aboard' and bring their skills to the group.

It is hoped that a steering group website can be set up soon.

To enable parishioners to be updated it was felt that an update needed to go into the Taverham Newsletter monthly, even if it is only a couple of sentences. Chris volunteered to take this on and would contact Sue regarding this.

Agree and Sign Minutes

The minutes were proposed by Janice and seconded by Margaret. Signed by Chris, and all in agreement and a copy placed on file.

Nigel's template for our Neighbourhood Plan

Nigel was thanked for all the hard work he had put into getting this copy ready for the committee to look at. It was agreed that Brenda would forward a copy of it to everyone as soon as possible so that they could add their thoughts to it. (This was done as soon as the meeting had finished). Nigel advised a lot of it has come straight from the Drayton plan. He did feel that as a group we would have

so many skills and we would end up doing most of the work ourselves. If we have a consultant would the format not be the same, just a change of name as such?

Margaret asked if a template such as this would be acceptable.

Roger advised that as the PC had agreed to spend the money put aside for a training workshop by Rachel Leggett it would be worthwhile to have a bespoke training day and then see afterwards if we felt we definitely would need a consultant.

A couple of dates were put forward, which Brenda will email to Sue who has agreed to sort it out with Rachel when she gets back from holiday. These were 22nd and 29th November. The 29th was changed to 28th after the meeting as Brenda wrote down the incorrect date. John advised we need not necessarily have Rachel as a Consultant – there are others

It was concluded that the responsibility of what will happen in this plan will be down to the local community.

Chis advised that we would need to involve the complete community of Taverham and many issues may arise from things we find out. This in turn could result in it being a matter for the Parish Council and not the Neighbourhood Plan. We may unleash a massive expectation from the community which we can't deal with. A Consultant could guide us on our way.

Margaret made a point of saying that we must realise and understand the limits of our remit.

This group can't stop the plans of the future but can try and influence the use of the land for the benefit of the community.

Our plan must have a vision of the steering group, and approved by the community and some of us feel that we are not presently in a place to have a vision. Hence a consultant could 'point us in the right direction'.

John advised of some pockets of land, and future development/building works for Taverham. The building of numerous houses at Thorpe Marriott was discussed as

well as building on the land next to the Garden Centre, and opposite Medlars at Fir Covert Road. Another piece of land discussed was that at the top of Beech Avenue, where the horses used to be, near the road going to Ringland.

We need to agree what we value in Taverham at the moment. People are tending to stay in the area now. If large areas of building works for residential use are in place, we need to make sure the link is there. for schools, doctors surgery, shops etc. Taverham village needs a centre.

There is a meeting on 2nd November at Broadland District Council. This meeting has been opened for up to 3 people on a Neighbourhood Plan Steering Committee to get together with other committees, in the same position, but possibly 'further along the way than we are' to meet and discuss matters arising.

Chris, Janice and Nigel agreed to go on this. Brenda agreed to book places for them. (this was done when the meeting finished)

Nigel advised of 3 options we have:

1. Hand everything to a Consultant
2. Have help half way. The group does the research and the Consultant writes a format
3. We do it all in house

It was agreed that the main item on the Agenda for the next meeting should be Nigel's plan. He asks that everyone writes on their copy adding things, making comments about things and bring it to the meeting.

Margaret suggests that at the next meeting we have a brainstorming session. We can find out the skills people have, and what they could offer. We can realise then, what we need to know and do. We must ensure that the steering group's vision is added to that of the community. We need to go to community groups with our vision.

Brenda to bring paper and felt tips to next meeting so ideas and information can be written down and explored.

It was agreed that we have strayed away from the set Agenda this evening but have covered all things during the evening.

The Skills Audit and Declaration of Interests will be sorted at the next meeting.

All agreed that we would like **a bespoke workshop run by Rachel Leggett.**

Judy had left 3 parish maps (A2 size) for people to look at. Margaret, Janice and Chris took those copies. Brenda to ask Sam at the Parish Council office to copy some A3 sized maps for the members of the committee. Brenda can then forward them on to those who want one.

Our timetable is up to date as such. The meeting on 2nd November will give an opportunity for the 3 members to ask questions. We will be updated on that meeting on 8th November. By the time we have our December meeting on the 13th, we will be able to make a final decision, on whether or not to tender for a Consultant, and if so what sort of Consultancy do we go for. We will have had our bespoke workshop training by that date which should help us as well. All members had received a copy of the **Invitation to Tender document and the draft Text for the NP Consultancy Brief which had been prepared by Sandra** who was a member of the working party.

With no other matters to discuss the meeting closed at 9.05pm